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ABSTRACT

Two questionnaires were used to survey the information resources available to the legislative and executive branches of state government in Indiana. The questionnaires sought information on library and information resources and services currently available from where professional personnel seek information not available in their immediate offices, and what services they felt necessary and/or desirable. Additional information was gathered by interviews with the State Library staff responsible for services to state government and the personnel in other state departments. The report is divided into seven chapters: (1) purpose, scope, methods of study; (2) national standards, Indiana statutes and extent of state employment in Indiana; (3) library and information services to staff in Indiana state hospitals; (4) library and information services to staff in Indiana correctional institutions; (5) present library and information services to other state agencies in Indiana; (6) options for improved library and information services to Indiana State Government; and (7) recommendations. The 2 questionnaires are appended and 14 charts included in the report are listed. (NH)

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Indiana Library Studies

Peter Hiatt
Director and General Editor

INFORMATION SERVICES TO INDIANA STATE GOVERNMENT
A SURVEY WITH RECOMMENDATIONS

by

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CHAPTER I

PURPOSE, SCOPE, METHODS OF STUDY

This survey of the information resources available to the legislative and executive branches of state government in Indiana, together with an analysis of the adequacy of these services and a plan for improving them, was undertaken at the invitation of Dr. Peter Hiatt as a part of the larger study of the State's library resources and needs. Services to the judicial branch of Indiana State Government were excluded from this study because responsibility for them in Indiana is vested with the Supreme Court rather than with the State Library and Historical Board.

Two questionnaires were used in the survey, one addressed in the summer of 1968 to all state institutions under the control of the Department of Mental Health, the Department of Corrections and the Board of Health, and another addressed in the fall and winter of 1968-69 to all other state departments, boards and commissions, as well as to the offices of the elected officials and the legislative council. (see Appendix) Both questionnaires sought information on library and information resources and services currently available, where professional personnel turn for information not available in their immediate offices, and what services they felt necessary and/or desirable. The questionnaire to institutions was distributed as a part of another study on library service to inmates of state institutions conducted by Genevieve Casey for the Indiana State Library.

In addition to the questionnaires, information was gathered by

interviews with the State Library staff responsible for services to state government, and with the directors and staff of the Departments of Natural Resources, Corrections, the Legislative Council, Highway, Mental Health, and the Personnel Board.

Libraries maintained by the Planning Division of the Department of Commerce, the Public Welfare Department, the Board of Health, the Department of Public Instruction and the Highway Development Office of the Highway Department were visited. Conferences were held with the directors and staff "librarians" of all state institutions with the exception of the Northern Indiana Children's Hospital. Visits were also made to the State Law Library and the library of the Indiana University Medical Library.

A comprehensive search of library literature since 1960 was made to determine how other states structure service to state government and what services are offered. Analysis was also made of the statutory authority of the Indiana State Library to provide information services to state government.

Wayne State University's Office of Urban Library Research would like to acknowledge the contribution made to this study by Governor Branigin, who authorized our investigation in the Executive Departments, and by the hundreds of busy people in Indiana state government and institutions who took time from their schedules to answer questionnaires and discuss staff information needs. Special gratitude goes to Miss Marcelle Foote and her dedicated State Library staff and to Mrs. Margaret Duffield, a student of Library Science at Wayne State University for her survey of statutes governing library services to state government in each state.

CHAPTER II

NATIONAL STANDARDS, INDIANA STATUTES AND EXTENT OF STATE EMPLOYMENT IN INDIANA

The National Advisory Commission on libraries in its report to the President read into the Congressional Record on October 14, 1968, included as one of its major recommendations, the strengthening of state library agencies "...to overcome deficiencies in fulfilling their current functions." Among these functions, the Commission identified information and library services to state government.[1]

The fact that most states do not receive information services of adequate depth, range and timeliness was evident earlier in the survey of library functions at the state level conducted by Dr. Phillip Moneypenny under the auspices of the American Association of State Libraries in the early sixties.[2]

The national Standards for Library Functions at the State Level, approved by the American Association of State Libraries for the American Library Association and endorsed by the American Association for State and Local History, the American Association of Law Libraries, the National Legislative Council and the Society of American Archivists in 1963, devotes an entire section to "Library Service for State Government,"[3] with these specific recommendations:

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[1] Congressional Record, October 14, 1968, p. 31727.

[2] Phillip Moneypenny, The Library Functions of the States, Chicago: American Library Association, 1966.

[3] American Association of State Libraries, Survey and Standards Committee, Standards for Library Functions at the State Level, Chicago: American Library Association, (1963), pp. 12-15.

- A high level of information and reference service for government agencies and courts and projects must be maintained by the state.

- Special information and research services should be available to the legislative branch of government, and provided as part of or in close coordination with state library agencies.

- Specialized working libraries may be needed in some divisions and agencies of government, and should be developed as branches of or in close coordination with the central library agency with the comprehensive collection.

- A clear and continuing official relationship should exist between state library agencies and libraries within the institutions which the state maintains for its health, welfare and correctional programs.

- The resources of state institutional libraries should meet the immediate administrative and technical needs of the staff, and should be tied into state resources for specialized materials not held within the institutions.

- The library programs maintained in state institutions should be an integral part of their treatment and rehabilitation programs.

The Standards assume that service to state government will be based

upon a ". . . comprehensive collection [at the State Library] on present and potential public policies and state responsibilities, . . ."[1] including not only books, but ". . . research and information reports, journals of trade, industrial and professional groups, files of state and major national newspapers, maps and similar materials," supplemented by access to other major collections within and outside the state. The Standards recognize that adequate service to state government includes extensive bibliographic searches, guidance and assistance to state researchers on government assignments, précis writing and preparation of material for reports. Staffing of services to state government according to the Standards, should be with librarians who have both reference skills and knowledge of public affairs and government. Since increasingly, the affairs of state require access to a wide range of documents, reports, articles and other non-book sources that contain recent and technical information, the Standards emphasize the need for developing new methods of indexing, recording and retrieving information, sometimes involving automation.[2]

The Act of 1925, which created the Indiana Library and Historical Department gives the State Library authority ". . . to develop and provide library services to state government, its branches, its departments and its officials and employees. . ."[3] In discharging this responsibility, the State Library is given specific power to

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[1] Op. cit., p. 7.

[2] Op. cit., p. 14.

[3] Burns, (63-806).

> . . . maintain, develop and service a collection of books, periodicals, newspapers, maps, manuscripts, audio-visual materials and other library materials for the purposes of meeting the informational, educational and research needs of state government, . . . develop plans and programs and participate in the operation of such plans and programs which will encourage and facilitate the inter-library exchange of services, information and materials, . . . care for and administer archives of the State . . . and provide advisory and consultant service regarding archives and records management to State officials and State agencies . . . provide library personnel, services, materials, equipment or facilities for other State agencies, for libraries in other State agencies--as may be considered appropriate.[1]

Indiana might well be the envy of many states, with these clear and well-defined statutory powers for services to the state government.

According to Indiana statute responsibility for the Law Library is vested with the Supreme Court.[2] *In 1939, an amendment to the 1925 Act* withdrew the Legislative Bureau from the State Library and made it a separate agency. In 1967, the Indiana legislature passed Act 1005, establishing the Legislative Council, transferring to it the functions, and duties and powers of the Legislative Bureau, and the Legislative Advisory Commission. The Council now has among its duties to 1) ". . . summarize and digest information on matters relating to the general welfare of the state . . ." 2) ". . . make studies on subjects of interest and concern . . ." and 3) ". . . provide research services to members of the General Assembly." Among the powers assigned to the Legislative Council to enable it to ". . . carry out the intent, purpose and provisions of the Act, . . ." is authority to

> . . . receive recommendations and suggestions for studies or legislation . . . establish such departments as may be necessary

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[1] Burns, (63-806).

[2] Ibid. (63-832).

> [including] but not limited to a Research Department, Public Law Department, Secretariat, Special Counsel, and Fiscal and Management Analysis Department; obtain information from any officer or agency of the State.

Although the powers of the new Legislative Council are broad enough to enable it to establish an independent library if it chose to do so, the Act carries no mandate requiring a separate facility. Conversations between the consultant and the Director of Research of the Legislative Council indicate that the Council would welcome increased services from the State Library. During the legislative season of 1969, the State Library assigned for the first time, a reference librarian to a desk with the Council in the State House to facilitate the flow of information resources to members of the legislature itself, and to the Council.

A grand total of 14,441 persons were employed in Indiana State Government as of June, 1968, the majority of these in merit classifications, approximately one-third in non-merit positions. The merit payroll alone, in the fiscal year 1967/68 totalled $85,924,810.44. The Personnel Board estimates that non-merit payrolls would increase this figure by approximately 33%.

Of the 663 classes in the merit plan, 274 require a baccalaureate degree or higher, and may be considered professional. There are 2,297 positions included in these professional classifications. When one reflects upon this investment of the state in personnel, it seems obvious that the State should provide its employees with adequate information services to enable them to produce at maximum level for the citizens of Indiana.

Among the state agencies with large numbers of employees are Mental Health with a total of 8,039 employees, approximately 50% in Indianapolis, from 15-20% professional, the Employment Security Commission with 1,340 employees, 60% of them in Indianapolis, the State Police with 1,254 employees, Natural Resources Department with 700 employees, the Board of Health with 535, Motor Vehicles Department with 572, only a small proportion of which are professional, the Department of Administration with 414 persons, Public Welfare with 201 employees, a majority of whom are professional. The Corrections Department has 207 employees in the headquarters in Indianapolis. Other agencies with over one hundred employees include Revenue, the Adjutant General's Office, the Board of Accounts, the Alcoholic Beverage Commission and the Department of Public Instruction.[1]

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[1]Statistics on personnel in State Agencies were supplied by Mr. Robert Hoss, Personnel Examiner, Indiana State Personnel Division, Department of Administration.

CHAPTER III

LIBRARY AND INFORMATION SERVICES TO STAFF IN INDIANA STATE HOSPITALS

The 1953 minimum Standards for hospital libraries, endorsed by the American Hospital Association, the American Medical Association, the American Library Association, the Special Libraries Association, and the American College of Surgeons state that

> . . . the aim of the hospital medical library is to assist and further the education, reading and research program of the professional staff of the hospital by providing and maintaining, in an adequately staffed and equipped library, sufficient medical and allied scientific literature and library services to meet the requirements of the staff in studying and giving constantly improved patient care.[1]

New Standards for medical libraries which would require a much higher level of resources are now close to promulgation. However, since Indiana institutions have yet to attain the 1953 minimum Standards, it seems irrelevant to measure their performance against 1969 marks of quality.

The 1953 Standards recommend that hospitals of one hundred beds or more should have a minimum collection of 1,000 up-to-date books and monographs, with few exceptions published within the last ten years, at least twenty-five periodical subscriptions and the most important medical and allied scientific indexes. The Standards further state that

> Material should be selected in accordance with the types of service represented at the hospital and with the quality of educational, clinical and research work done by the staff. The location of the hospital in regard to other medical libraries and medical centers should also govern the size of the collection.

The Standards provide that the hospital library be staffed by a

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[1] Hospital Libraries Objectives and Standards, Chicago: A.L.A., 1953.

"certified medical librarian," with adequate clerical assistance. The functions of the medical librarian are to select medical and allied scientific literature and equipment, to aid in medical research through providing bibliographic, reference and inter-library loan, translating, abstracting and editorial services, to classify and catalog the collection, to orient the medical staff and hospital personnel to the services and functions of the medical library, and to work with the advisory hospital medical library committee.

The medical library should be located conveniently for the staff in a comfortable and well-lit reading room, with open shelves and sufficient space for expansion of the collection and an office and work room for the library staff.

Chart 1 details the materials presently available in Indiana State hospitals. With the exception of Richmond State Hospital, Evansville Psychiatric Children's Hospital, Muscatatuck State Hospital, and the Southern Indiana Tuberculosis Hospital, the basic collections in all the state hospitals reach the Standards quantitatively.

The collection at LaRue Carter includes over 7,000 volumes and 111 journal subscriptions as well as films, audio and video tapes used for staff instruction. This library is considered a resource library for all the state hospitals, and also a departmental library for headquarters staff of the Department of Mental Health.

Expenditures annually for materials in the state hospitals range from nothing, reported by Logansport and Southern Indiana Tuberculosis Hospital to $4,800 at LaRue Carter, with an average expenditure in

CHART 1

MATERIALS IN STAFF LIBRARIES - INDIANA STATE HOSPITAL AND TRAINING SCHOOLS

Institution	Number of Volumes (as of 6/30/68)	Number Vols. Added Current Year	Number Journals	Materials Budget
Norman Beatty Memorial Hospital	2,560	252	31	$2,000
LaRue Carter Memorial Hospital	7,052	313	235	4,800
Central State Hospital	2,490	85	68	1,754
Evansville Children's Psychiatric	200	40	24	650
Evansville State Hospital	2,544	118	80	4,992
Fort Wayne State Hospital and Training School	1,641	61	113	3,403
Logansport State Hospital	4,080	167	31	na
Madison State Hospital	2,442	167	35	758
Muscatatuck State Hospital	862	---	36	200
New Castle State Hospital	1,976	464	104	3,796
Richmond State Hospital	240	10	8	746
Indiana State Hospital for Chest Diseases, Rockville	1,496	---	---	---
Southern Indiana Tuberculosis Hospital	---	---	---	---

1967/68 of $2,046. Translating the Standards for maintaining the collections into dollars, it could be estimated that if each hospital wished to acquire one hundred volumes each year and subscribe to twenty-five journals (at an average cost of $19.00[1]), it would need to spend at least $2,750 for materials. The total materials expenditure for the year ending June 30, 1968, in all Indiana State hospitals was $24,554. To meet the very modest 1953 minimum Standards would require an expenditure of $33,000 for materials.

Chart 2 details the staffing patterns in Indiana State hospitals.

It is in personnel that the state hospital libraries are most handicapped. LaRue Carter is the only hospital with a fully qualified librarian working full time in the medical library. Librarians with master's degrees are also stationed at Central and Logansport State Hospitals but these librarians are also responsible for the patients' library service. Five of the hospital libraries are staffed by high school graduates, one has no one assigned. Only four of the twelve hospitals have anyone working with the staff library full time. Salaries for a qualified medical librarian should be at least at the Librarian II level (approximately $8,000) with some hierarchy to allow recognition for a supervisory librarian at LaRue Carter. Twelve Librarians II at $8,700 in each of the twelve hospitals and one Librarian III at $9,780 would require a minimum personnel budget of $114,180 each year.

Library personnel interviewed at Beatty, Carter, Evansville, Fort Wayne, Logansport, all felt an urgent need for more space and equipment.

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[1] Bowker Annual of the Library and Book Trade Information, 1968.

CHART 2

STAFFING PATTERNS FOR STAFF LIBRARIES - INDIANA STATE HOSPITALS

Hospital	Title of Person Responsible for Library	Education	Salary	% Time in Library	Additional Staff
Beatty Memorial	Clerk-Steno II	H.S.	$4,560	100%	---
Carter Memorial	Librarian	M.A.(LS)	7,200	100%	1 librarian 1 3/4 clerk
Central State	Librarian	M.E.	9,000	Also patients and alcoholism librarian	
Evansville Children's Psychiatric	Secretary II.	H.S.	6,300	2 hrs. wk.	---
Evansville State	Clerk-Typist II.	H.S.	4,140	100%	---
Fort Wayne State Hosp. & Training Sch.	Clerk III.	B.A.	5,040	100%	---
Logansport State	Librarian	M.S.L.S.	7,560	3 hrs.day	---
Madison State	Librarian V.	H.S.& 16hrs. college	3,456	40%	---
Muscatatuck State	Med. Records Librarian	B.S.	6,900-7,640	Less than 5%	1 clerk
New Castle State	Sec'y.to Supt.	H.S.	na	1 hr. wk	---
Richmond State	none assigned Recreation psnl.	---	---	2%	---
Indiana State for Chest Diseases	Med. Records Librarian	H.S.	5,040	"as needed"	---
S.Indiana Tuberculosis	---	---	---	---	---

New Castle State Hospital with books and periodicals scattered over eight locations on the grounds, Evansville Psychiatric Children's Hospital, Richmond and Southern Indiana Tuberculosis Hospital really have no staff libraries at all. It is difficult to estimate the cost of re-allotting and equipping space within the Indiana State hospitals, but the need for more adequate space must be faced, if Indiana wants quality information services for its state hospital personnel. Chart 3 details present facilities.

Chart 4 details the resource libraries used by the state hospitals to supplement their own limited collections; Indiana University, Indiana University Medical Center and the State Library were used by almost half of the hospitals; Purdue and LaRue Carter were also used by 25% of the hospitals. The fact that only four of the state hospitals indicated use of the LaRue Carter resources, would seem to indicate that this library is not functioning as a resource library to the other state hospitals. There is some evidence that state hospitals remote from Indianapolis took advantage of the State Library's TWX network through their local public libraries. Materials borrowed through interlibrary loan during the year ending June 30, 1968, ranged in number from none at all to 111 (borrowed by LaRue Carter, the best of the hospital libraries).

Most of the hospital libraries should have help with weeding of out-of-date materials. (One hospital reported that it had not purchased a new book for ten years!) Policies should be developed about the binding and retention of journals. Since it is unlikely that the state could hire

CHART 3

PHYSICAL FACILITIES - INDIANA STATE HOSPITAL LIBRARIES

Hospital	Separate Room	Number Sq.Ft.	Number Reader Seats	Number Linear Feet Shelves	Catalogue
Beatty Memorial	yes	480	8	282	yes
Carter Memorial	yes	1,682	16	1,155	yes
Central State	yes	1,147	22	539	yes
Evansville Children's Psychiatric	no	In Superintendent's Office			
Evansville State	yes	524	12	489	yes
Ft.Wayne State Hosp. & Training School	yes	1,242	15	108	yes
Logansport State	yes	2,429	4	38	yes
Madison State	yes	875	35	576	yes
Muscatatuck State	yes	384	15	204	yes
New Castle State	8 locations	2,382	57	200	in process
Richmond State	yes	200	16	no	yes
Rockville Tuberculosis	yes	625	7	500	no

CHART 4

RESOURCE LIBRARIES USED BY INDIANA STATE HOSPITALS AND LIBRARIES

Resource Library	Beatty 6*	Carter 111	Central 73	Evansville Psychiatric	Evansville 2	Fort Wayne 9	Logansport n.a.	Madison approx. 80	Muscatatuck 0	New Castle 100	Richmond n.a.
Indiana University	X	X	X			X		X			
Teachers' Library		X									
Indiana University Medical College		X	X				X	X		X	
Butler University		X	X								
Purdue University, Indianapolis		X									
Methodist		X	X								
Lilly		X									
State Library		X	X			X	X	X			
Veteran's Administration		X									
National Library of Medicine		X				X					

CHART 4--(Continued)

	Beatty 6*	Carter 111	Central	Evansville Psychiatric	Evansville 2	Fort Wayne 9	Logansport n.a.	Madison approx. 80	Muscatatuck 0	New Castle 100	Richmond n.a.
Purdue University			X			X	X				
Carter			X				X				X
Evansville Public Library					X						
University of Evansville					X						
Mead Johnson					X						
Madison Public Library								X (or TWX)			
Ball State								X		X	
New Castle Public Library										X	

*Figures after each state hospital indicate number of materials interloaned in 1967/68; n.a. = not available.

twelve additional medical librarians at once, present staff should be given continuous in-service training. Library and professional staff in the hospitals need to be made aware of new publications and ideas--of material beyond the range of the local institution collection. Library staff should receive guidance on the selection of new books and journals. Material should be centrally ordered, cataloged and processed to free librarians to work with the hospital staff.

As a first step, a consultant knowledgeable about medical librarianship should be assigned to work with the hospital libraries to upgrade the local libraries and to foster coordination. This librarian might well be attached to LaRue Carter which already aims to serve as a model to other hospitals or to the Indiana University Medical Library, or to the State Library. The union catalog of psychiatric material in the Indianapolis area already being maintained at LaRue Carter might be extended to include the holdings of the other state hospitals (not necessarily retrospectively). Bibliographies of new material should be made available to all institutions of the state. Material should be centrally ordered, cataloged and processed. The State Library might also cooperate with the program by providing centralized cataloging for the collections.

The plan to make all state hospitals multi-purpose institutions caring for both mentally ill and mentally retarded patients adds another dimension to the problem of providing adequate information services to state institution personnel. The literature on mental retardation is rapidly expanding, and is scattered across the fields of education, psychiatry,

neurology, recreation, psychology, bio-chemistry and others. Identifying this material requires a full collection of indexes--not only the Mental Retardation Abstracts and Index Medicus, but also the Education Index, Psychological Abstracts, Chemical Abstracts and others, as well as a wide range of journals represented in these tools. Since it would not be feasible to expect every state hospital to develop such an extensive library, it seems wise to recommend that the State Library add a librarian (perhaps part-time in the beginning) whose duty it would be to provide a current awareness service on mental retardation to the staff in state hospitals. The State Library could begin to develop a strong collection in mental retardation, perhaps depending on the Indiana University Medical Library and LaRue Carter for the medical literature. Such a State Library center would need a materials budget of approximately $10,000, access to a photocopier, and a microfilm reader printer. sufficient space to house a growing collection and a pleasant reading room, and an adequate printing budget to reproduce monthly lists of new material. It would need a fully qualified librarian and a full-time clerk. As the center grew, it could extend its information services to local agencies working with the retarded and to the parents of retarded children. For an investment of approximately $40,000 a year, Indiana could make a dramatic improvement in the treatment of the mentally retarded of the state by making the best thinking of the world on this affliction available to the state personnel and others who treat these patients. An alternate plan would be for the State Library to arrange

for the expansion of collections and services at one of the state universities, although a location in Indianapolis, close to the medical collections at LaRue Carter and the Indiana University Medical Library seems most feasible.

Chart 5 details the library resources provided for staff in the four Indiana Board of Health institutions. The School for the Blind and the Soldiers' Home offer no resources. The School for the Deaf shows the interest and concern of the school librarian who has set aside a corner in the school library for staff use and has managed to gather together a small but up-to-date collection of books and journals. The School for the Deaf is the only Board of Health institution which allocates a specific sum of money for staff information.

If the State Library were to initiate a more intensive current-awareness, information service to teachers as was recommended in Wayne State University's Office of Urban Library Research study on Structuring the Indiana State Library for Interlibrary Coordination, the professional personnel employed at the Soldiers' and Sailors' Children's Home and the Schools for the Blind and the Deaf could profit by this service.

The State Library should encourage the twenty-three professional people working with the aged at the Soldiers' Home to use the resources of the State Library in Indianapolis.

CHART 5

STAFF LIBRARY SERVICES IN BOARD OF HEALTH INSTITUTIONS

Institution	Number of Professional Employees	Number of Volumes	Number of Volumes Added	Number Periodicals	Materials Budget
Soldier's & Sailor's Children's Home	32	150	15	12	Not separate from Children's Library Budget
Indiana School for Blind	44	no professional library			
School for the Deaf	114	262	37	29	$436
Soldiers' Home	23	no professional library			

CHAPTER IV

LIBRARY AND INFORMATION SERVICES TO STAFF IN INDIANA CORRECTIONAL INSTITUTIONS

The Standards for correctional libraries, endorsed by the American Corrections Association and the American Library Association in 1966,[1] recommend that each larger institution should provide for the use of its staff a basic collection of 500-1,000 recent books and 25-50 journals relating to the correctional program. It is recommended that this collection be located in an area accessible to the staff, near to, but separate from the residents' library, and that seating space be available for at least six readers. The Standards recognize that ". . . very small institutions may have their needs adequately supplied through inter-library loans from a central collection . . ." but underscore that ". . . each institution regardless of size requires a small, up-to-date collection of basic books immediately available."

To maintain the staff library adequately, the Standards recommend in the larger institutions, an annual expenditure of at least $1,000-$1,500 for materials. The Standards assume that the librarian in charge of the inmate library will also administer information services for the staff.

At present, library and information services for staff are available in no Indiana correctional institutions although institution personnel interviewed during the study expressed a need for such services.

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[1] "Library Services," Manual of Correctional Standards, 31, American Correctional Association, (1966).

The Indiana State Farm indicated that a specific place for a staff library in conjunction with an in-service training program, with professional books, manuals, visual training aids and films would be helpful. Indiana Women's Prison reports a need for ". . . a section in the residents' library for reference books and periodicals pertaining to correctional work." Indiana State Prison has a mandatory, in-service training program and virtually no training materials.

To bring staff library services in the six presently operated major institutions and the Youth Center up to minimum standard of 500 books, would require an expenditure of $35,000,[1] plus a cost of $3,500 (or $1.00 per volume) for ordering, cataloging and processing the material. To maintain the seven collections, again at minimum standard of $1,000 per institution, and subscribe to twenty-five journals for each institution at an average cost of $10.00 would require an annual materials budget of $24,500. This does not include an estimate for equipment needed, such as card catalog cases, shelving, etc., nor does it estimate the cost of providing informational services to correctional staff in the Youth Camps or for the headquarters staff although this personnel is as much in need of exposure to new ideas as are the staff in the large institutions.

An alternative to establishing small staff libraries in each of the larger institutions would be to develop a strong central corrections library at the Youth Camp (in conjunction with the model inmate library

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[1] The approximate average cost of books in business, economics, education, law, medicine, science and technology as reported in Bowker Annual of the Library and Book Trade Information, 1968, is $10.00.

proposed in the study on Library Services to Residents of Indiana State Institutions) or build up the corrections collection at the State Library. The consultant found no really strong criminology or corrections collection in the state. Wherever the corrections collection is located, it should include all the significant books, documents, reports, films, filmstrips, tapes, indexes and journals relevant to the correctional program in sufficient duplication to lend to corrections personnel throughout the state. Materials should be brought to the attention of personnel by means of a monthly annotated bibliography and special listings on subjects of interest to particular portions of the staff. The librarian should maintain close liaison with members of the staff responsible for in-service training. Each staff member might be supplied with a Xeroxed copy of the table of contents page of all journals he elects to see regularly, and be asked to check the articles he wished to have copied for him. If funds permitted, an SDI program could be devised for all professional corrections personnel, with a computer programmed to match up the special concerns of each employee with abstracts of relevant material. (See Chapter VI)

A central information library might have the following advantages over seven small basic libraries.

1. It might effect some savings by limiting duplication of materials. (This saving would need to be weighed against the cost of photocopying and postage or delivery.)
2. It would ensure better information service since each staff member would have access to a wider range of materials, and

have these materials brought regularly to his attention.

3. It would bring the same quality of information service to all corrections personnel in Indianapolis headquarters, in Youth Camps and in the larger institutions.
4. It would enable the best possible implementation of the agency's in-service training program.

One advantage of locating the corrections library at the State Library rather than at the Youth Center, is that the information needs of correctional personnel frequently spill over into other fields--education, psychiatry, psychology, public administration, even agriculture and manufacturing. A librarian, working with a larger collection could draw upon all relevant literature in every field. Also, it might be possible to tie into a delivery service to the institutions from the central headquarters in Indianapolis.

The program might be initiated with a half-time librarian and twenty hours a week of clerical help. Photocopying equipment and a telephone would be essential.

CHAPTER V

PRESENT LIBRARY AND INFORMATION SERVICES TO OTHER STATE AGENCIES IN INDIANA

The State Library is only a tunnels' distance away from the majority of state employees who work in the State House and the State Office Building. Eighteen agencies or 34% of the fifty-two state agencies responding to the questionnaire indicate that they use the State Library at least occasionally. Five agencies or 10% report that they use the State Library frequently. (See Chart 6)

Among other libraries used by state agencies, Indiana University is used at least occasionally by 33%, Purdue University by 29%, the State Law Library by 33% and the Indianapolis Public Library by 37%.

Most agency personnel interviewed said that they find the State Library collections usually adequate to their needs, and the staff both competent and dedicated.

Although the State Library has not kept statistics which indicate what proportion of its reference service is directed to state employees, both the Indiana Division and the General Reference Division report that a substantial number of their requests come from this source. A major use of the documents collection--state, federal and out-state is by people working in the State House and the State Office Building.

In its selection of materials, the State Library gives major consideration to the needs of state government. The teletype network linking the State Library with the other major collections in Indiana is also used for the benefit of state government.

CHART 6

RESOURCE LIBRARIES USED BY STATE AGENCIES [1]

Agency	State Library	Indiana University	Purdue University	Indianapolis Public Library	Supreme Court Law Library	Other
Adjutant General	O					
Agency for Blind	O	O	O		O	
Aeronautics Commission	O					
Air Pollution	O		O	F		
Bd. Registration Architects	O					
Civil Defense	O	O				
Commerce-Planning	F	O	O	O	O	
Board of Health	O	O	O	O		
Highway Development	O	O	O	O		
Labor	O				O	
Medical Registration						

CHART 6--(Continued)

Agency	State Library	Indiana University	Purdue University	Indianapolis Public Library	Supreme Court Law Library	Other
Mines and Mining						
Nurse's Registration	O	O	O	O	O	
Personnel Board	O			O	O	
Podiatry Board						
Public Welfare	n.a.					
Optometry						F Atty. Gen'l. Library
Public Defender					F	
State Revenue	F	O			F	
Superintendent Public Instruction	F	O Business Library		O Teacher's Libra.,		
Youth Council	F	F	F			F - Public Welfare Dept. Lib.
Commission on State Tax & Financial Policy	O	F	F	O	F	
Teacher's Retirement Fund	F			F		

[1] F = Frequently
O = Occasionally

Primarily, the State Library has conceived its role as one of supplying material rather than information. Its services to state government have not included digesting, précis writing, the preparation of speeches, translating or current awareness services to inform state employees about new materials as they become available.

In general, the State Library has waited for requests to come in, either by tunnel or telephone, although in January, 1969, an attempt was made to reach out to the legislature. A reference librarian was assigned to the offices of the Legislative Council in the State House, during the time the legislature was in session, to receive questions and to act as liaison between the legislature and the library.

Departmental libraries ranging from 20 to 8,000 volumes are maintained in seventeen agencies, if one includes the LaRue Carter Hospital Library which serves as a departmental library for the Mental Health Department. With the exception of the libraries in LaRue Carter, Public Welfare Department, the Board of Health, the Planning Division of the Department of Commerce, and the Department of Public Instruction, all departmental libraries are staffed with part-time help, usually secretaries, with high school education. LaRue Carter Hospital Library has a fully qualified medical librarian. The librarians at the Public Welfare Department and the Planning Division have baccalaureate degrees and some credits in library science.

The libraries in the Employment Security Commission and the Department of Public Instruction are new libraries in the process of being established.

Because expenditures for departmental libraries are commonly included in another budget--frequently in departmental supplies, it is difficult to find reliable figures on expenditures for these departmental libraries. LaRue Carter expended in 1967/68 $4,800 for materials, $21,960 for staff, and $1,000 for other miscellaneous purposes. The library at the Planning Division is supported by $2,972 from federal funds under the Housing and Urban Development Act, and the library at the State Department of Public Instruction is being built with an expenditure of $10,496 in 1967/68 under Title V of the Elementary and Secondary Education Act. The fact that the majority of departmental libraries added less than 400 books in 1967/68, that only four libraries reported periodical holdings of more than 100 titles, and that staffing of the libraries is commonly by part-time non-professional help indicates that significant sums of money are not being allocated to these libraries.

Information services offered by departmental libraries are also minimal. Employees of the Air Pollution, Planning Division, and Employment Security agencies receive listings of new acquisitions. Journals are routed in six agencies; quick reference service is available to employees of the Adjutant-General, the Planning Division, Employment Security, Highway Development, Nurses' Registration and Education, Public Instruction and Public Welfare agencies. Interlibrary loan is used only in eight of the seventeen departmental libraries, and literature searches are available in three: Planning Division, Public Instruction and Public Welfare. Some information on federal legislation and programs

is provided by six of the departmental libraries. Information on legislation and programs in other states is provided by five libraries.

Because they are not administered by qualified librarians, the majority of the departmental libraries show lack of organization. Catalogs of the collections when they exist are sketchy and amateurish. Many collections should be weeded of out-of-date material. Seldom used back periodicals occupy critically needed space. Acquisition of materials is sporadic, dependent on staff recommendations and seldom based upon a clearly defined book selection policy.

The common pattern in Indiana state agencies, even those with departmental libraries, is, for employees needing special information sources, to gather material on their desks or in their offices. How much duplication is so created, or how much time is spent searching for information, or how many decisions affecting the people of Indiana are made with insufficient information is impossible to estimate.

Of the seventeen agencies with departmental libraries responding to the questionnaire, the majority indicated to the consultant that they would like to receive help from the State Library in cataloging and classifying their materials. All state agencies with libraries saw the need for additional information services, ranging from better procedures for the circulation of materials to more sophisticated bibliographical services such as abstracting, literature searches, translating, etc.

Charts 7 through 12 detail information on state agency departmental libraries.

Thirty-five state agencies without departmental libraries responded to the questionnaire.

Although it is impossible to assess with accuracy the quantity or timeliness of the material scattered throughout state agencies without departmental libraries, some of it purchased with state funds, some acquired by exchange with colleagues in other states, still others by personal purchase by individual state employees, many agencies expressed concern to the consultant about the volume of accumulating material which they could neither evaluate nor organize.

The experience of the State Library in working with the legislature during the 1969 session would indicate that so long as Indiana has a short session every two years, the major use of resources and information services will be by the research assistants and other staff of the legislative council, working with special committees of legislative leaders between sessions, although it is important that information be made quickly available, and needs be anticipated during the hectic weeks of the session. Staff of the Legislative Council expressed keen interest in expanded information services from the State Library.

Although agencies without departmental libraries are ordinarily not as aware of their information needs as are those who have taken steps to organize libraries, nevertheless a need especially for information on legislation and programs in the federal government and in other states seemed to be widely perceived. (See Charts 13 and 14)

Perhaps because the survey was conducted during a period of political upheaval, two of the largest agencies in state government, Corrections and Natural Resources found it impossible to respond to the questionnaire. However, administrative and professional staff (both in-

CHART 7

STATE AGENCIES WITH DEPARTMENTAL LIBRARIES[1]

Agency	Number Professional Employees	Expenditures for Library Materials	In-Service Training	Libraries Used					
				State Library	Indiana University	Purdue University	Indianapolis U.	Law	Other
Board of Accounts	9	--	no	0	-	-	-	0	-
Adjutant General	17	$2,500 + $250	no	0	-	-	-	-	-
Aeronautics Commission	1	--	no	0	-	-	-	-	-
Air Pollution Control	5	$500	no	0	-	0	F	-	-
Commerce - Division of Planning	14	$2,972	no	F	0	0	0	0	-
Employment Security	1,244 + 644 in field	$90	no	F	-	-	0	-	Business Lib. (IPL)
Board of Health	225 + 38 in field	n.a.	yes	0	(Medical) F	0	0	-	-
Highway Commission Highway Development Office	70	--	no	0	0	0	0	-	-
Livestock & Sanitary Board	5 + 8 in field	$237.25	--	0	-	F	-	-	Bd. of Health F Personal Lib. F
Nurses Registration & Education	2	--	no	0	0	0	0	0	-
Superintendent of Instruction	96	$10,496	no	F	-	-	0 Teacher's Lib.	-	-
Public Welfare	--	--	--	-	-	-	-	-	-

CHART 7 --(Continued)

Agency	Number Professional Employees	Expenditures for Library Materials	In-Service Training	Libraries Used					
				State Library	Indiana University	Purdue University	Indiana-polis U.	Law	Other
Registration Engineers	2	--	no	0	-	0	0	0	-
River Basin Research* Center	3	--	no	F	F	F	-	-	Ind. State Univ.
State Revenue	15, + 6 in field	$9,212 est.	yes	F	0	-	-	F	0 Business Lib.(IPL)
Teachers' Retirement Fund	1	--	yes Non-Prof.	F	-	-	F	-	-
LaRue Carter	107	$4,800	yes	-	-	-	-	-	-

* Located at Indiana State University

[1] F = Frequently
0 = Occasionally

CHART 8

RESOURCES IN STATE AGENCY DEPARTMENTAL LIBRARIES

Agency	Books	Technical Reports	Federal Documents	Outstate Documents	Periodicals	Newspapers	Indexes	Serial Services	Films	Filmstrips	Microfilm Reels etc.	Number Feet Vertical File	Other Resources
Board of Accounts	"A source library consisting of Indiana Statutes, Supreme & Appellate Court Reports, opinions of Attorney General, Accounting Manuals and reference books." They are not inventoried or classified. Number not available.												
Adjutant General Department	130							1,570 Army Pubs. & Regs		820 Military Psnl. Rec'ds.			
Aeronautics Commission									22				
Air Pollution Control	20	400	50	100	18				8	2		60 ft.	
Commerce Dept. Planning	1,600	na	500	350	106	6	1	7		1		25 ft.	7 (memberships)
Employment Security*	150		300	1	23	2		1				56 ft.	12 Pubs. Research & Statistics Sect.; 3 Bureau Employment Security Pubs.; 1 Civil Svc. Personnel Lit.
Board of Health	5,165		8,000	48	204		3		In Separate Dept.			12 ft.	
Highway Commission Highway Dev. Ofc.	1,500	100	200	300	16								

*Library was initiated 6/28. Now has over 500 volumes.

CHART 8--(Continued)

Agency	Books	Technical Reports	Federal Documents	Outstate Documents	Periodicals	Newspapers	Indexes	Serial Services	Films	Filmstrips	Microfilm Reels etc.	Number Feet Vertical File	Other Resources
Livestock & Sanitary Board	175	30	15										36 Indiana Acts 31 Burns Statutes
Nurses Registration & Education	400	na	na	na	24	0		0	0	0	0	60 ft.	
Superintendent Public Instruction	1,230				176		2	2	72	28	335		782 Transparency masters; 13 Tapes; 223 Slides
Public Welfare	na				na				few	few	0		
Registration Engineers	160		8	60	6			4				270 ft.	
River Basin Research Center	8,000	2,000											
State Revenue	500	15	10	40	10	2	3	2	0	30	5,000	11,000 ft.	
Teacher's Retirement Fund	150	100		100	2	1		1					
LaRue Carter	7,052				111				15				20 Audio Tapes 40 Video Tapes

CHART 9

MATERIALS ADDED TO STATE AGENCY DEPARTMENTAL LIBRARIES 1967-68

Agency	Books	Technical Reports	Federal Documents	Out-State Documents
Agency for the Blind	40	--	--	--
Civil Defense	--	10	100	10
Div.of Planning (Commerce)	470	--	250	75-100
Employment Security	350	--	--	--
Financial Institutions	2	6	40	--
Board of Health	359	--	--	--
Highway Commission, Highway Div. Office	100	50	15	25
Livestock Sanitary Bd.	3	--	1	--
Nurses Regis. & Educa.	30	--	--	--
*Supt. Public Instruction	1,230	--	--	--
*Public Welfare	na	--	--	--
Registration for Engineers	5	--	--	--
State Revenue	50	1-2	--	1-2
State Teachers' Retirement	5	--	--	--
LaRue Carter	313	--	--	--
Total Additions Reported	2,957			

*New Library

CHART 10

PERSONNEL IN STATE AGENCY DEPARTMENTAL LIBRARIES

Agency	Title of Librarian	Annual Salary	% Time Spent	Education
Aeronautics Commission	none	---	---	---
Air Pollution	none	---	---	---
Commerce Division of Planning	Librarian	$7,200	100%	B.A.(LS minor)
Employment Security Division	Training	9,400	Incidental to other duties	B.A.
State Board of Health	Librarian	n.a.	100%	H.S.
Highway Commission Development Office	Engineer	5,000	75%	H.S.
Board of Nurses Registration & Education	Executive	9,000	5-8%	M.A.
Public Welfare	Librarian	n.a.	100%	H.S.
Registration-Engineers	Secretary	11,280	3%	B.A.
State Revenue	Administrator Revenue Research	9,400	40%	M.A.
Superintendent Public Instruction	vacant	---	---	---
Adjutant General	"Each section chief responsible for information service to his own section"			
Teacher's Retirement Fund	Ass't. Director	n.a.	5%	H.S.
River Basin Research Center	Director	15,000	50%	Ph.D.
LaRue Carter	Librarian	7,200	100%	M.S.(L.S.)

CHART 11

PHYSICAL FACILITIES AND EQUIPMENT IN STATE AGENCY DEPARTMENTAL LIBRARIES

Agency	Separate Library Rooms	Duplicating Service	Photo copying	Key Punching	Catalog Cases	Data Processing
Aeronautics Commission	---	yes	yes	---	---	---
Air Pollution Control Board	---	All available in other areas of State Board of Health Building				
Department Commerce Planning Division	yes 388 sq.ft.	yes	yes	---	yes	---
Employment Security Division	yes 225 sq.ft.	yes	yes	---	---	---
State Board of Health	yes 1,020 sq.ft.	yes	yes	yes	yes	yes
Highway Commission Development Office	---	yes	---	---	---	---
Bd. of Nurses Registration & Nursing Education	---	---	---	yes	---	yes
Public Welfare						
State Revenue	yes 250 sq.ft.	yes	yes	yes	yes	yes
Supt. Public Instruction	---	yes	yes	yes	yes	---
Adjutant General	yes	yes	yes	yes	---	---
Teachers' Retirement Fund	---	---	yes	yes	yes	yes

6 of 12 have no Catalog Case

CHART 12

STATE AGENCIES WITH DEPARTMENTAL LIBRARIES - INFORMATION SERVICES AVAILABLE OR DESIRED

Agencies	Cataloging and Classifying of Materials	Routing New Journals	Circulation of Materials	Quick Reference Service	Inter-Library Loan	Lists of New Acquisitions	Literature Searches	Translations	Abstracting	Bibliographies	Film Circulating	Information Federal Legislation & Programs	Information, Legislation & Programs, Other States
Building Accounts													
Adjutant General			A	A	A							A	
Aeronautics Comm.													
Air Pollution	D	A	A	D	A	A	D	D	D	D	A	A	A
Commerce Division Of Planning	A		A	A	A	A	A		A	A		A	A
Employment Security	A	D	D	A	D	A	D		A	D		A	A
Board of Health	A	A	A	A	A								
Highway Commission Development Office	A	A	A	D	A								
Livestock & Sanitary Board												A	D
Nurses Registration and Education	D	A	A	A	D	D	D		D			A	A
Superintendent Public Instruction	A	A	A	A	A	D	A	D	D	A	A	D	D
Public Welfare	A	A	A	A	A		A			A			
Registration Engineers													
River Basin Res.Cen.													
State Revenue	D	D	D	D					D	D		D	D
Teachers' Retirement Fund	D	D	D	D	D	D	D	D	D	D	D	D	A

A = Available D = Desired

coming and out-going) gave generously of their time to the consultant. There is much evidence that these two agencies with their large numbers of professional staff, and concern for research and in-service training should be high on the State Library's priority list for improved information services. Neither the Corrections nor the Natural Resources departments maintains departmental libraries.

CHART 13

STATE AGENCIES WITHOUT DEPARTMENTAL LIBRARIES

Agencies	Number Professional Employees	Expenditures for Library Materials	In-Service Training	Libraries Used				
				State Library	Indiana University	Purdue University	Indiana-polis U.	Law
Commission on Aging & Aged	1 (3/4 time)	$2,500 books $1,500 periodicals	no	F	O	O	F	-
Anatomical Board	--	--	--	-	-	-	-	-
Board of Registration for Architects	5 Board Members	--	no	-	-	-	-	-
Athletic Commission	--	--	--	-	-	-	-	-
Agency for the Blind	20	$40 books $5 periodicals	yes P & NP	O	O	O	F	O
Civil Defense	3	--	no	O	O	-	-	-
Civil Rights Commission	--	--	--	-	-	-	-	-
Dept. of Corrections	(No librarian, no central library - impossible to compile information needed)							
Bd. of Depositories	--	--	--	-	-	-	-	-
Financial Institutions	--	$64 books; $150 periodicals; $25 Other	no	O	O	F	O	O
Industrial Board	Not Applicable							

P = Professional NP = Non Professional
F = Frequently O = Occasionally

CHART 13--(Continued)

Agency	Number Professional Employees	Expenditures for Library Materials	In-Service Training	Libraries Used				
				State Library	Indiana University	Purdue University	Indianapolis U.	Law
Insurance	--	$538.50 books $125 periodicals, $1,130 microfilm, film	no	Library of Attorney General				
Labor	--	$2,500 Labor laws, work injuries	no	0	-	-	-	0
Legislative Council - Law Department	2	--	yes (P)	F	0	0	0	F
Medical Registration and Examination	(Not applicable)							
Mines & Mining	5	$154	--	-	-	-	-	-
Motor Vehicles	--	$150 Law books; $7,000 microfilm & forms	no	0	-	-	-	0
Personnel Development	9	--	no	0	-	-	0	0
Board of Pharmacy	--	--	no	0	-	0	0	Butler Univ. 0
Pediatry - Board of Examiners	(Not Applicable)							
Port Commission	(Not Applicable)							

CHART 13--(Continued)

Agency	Number Professional Employees	Expenditures for Library Materials	In-Service Training	Libraries Used				
				State Library	Indiana University	Purdue University	Indiana-polis U.	Law
Board of Optometry	1 (part time)	none	no	Attorney General Library (F)				
Registration & Examination Public Defender	2	--	--	-	-	-	-	F
Public Records	--	--	--	-	-	-	-	-
Public Employees Retirement Fund	2	--	no	0	-	-	0	-
State Police	--	--	yes (P)	F	F	0	0	F
Scholarship Commission	--	$200	yes	0	-	-	-	-
Soil & Water Conservation*	2	--	no	-	-	F	-	-
Tax & Financial Policy	2	--	no	0	F	F	0	F
Board TV & Radio Examiners	--	--	no	-	-	-	-	0
Toll Bridge Commission	1 - (3 outside)	--	yes	Attorney General Library 0				
Toll Road Commission	(Not Applicable)							
Traffic Safety	--	--	Yes (NP)	F	0	0	0	F
War Memorials Comm.	--	--	no	F	F	F	0	U.S.Army Tech.Svcs. F
Youth Council	1	--	no	F	F	F (+Dept. Pub. Wel. Lib. F)		

*Located at Purdue University

CHART 14

STATE AGENCIES WITHOUT DEPARTMENTAL LIBRARIES - INFORMATION SERVICES AVAILABLE OR DESIRED

Agencies	Cataloging and Classifying of Materials	Routing New Journals	Circulation of Materials	Quick Reference Service	Inter-Library Loan	Lists of New Acquisitions	Literature Searches	Translations	Abstracting	Bibliographies	Film Circulating	Information Federal Legislation & Programs	Information, Legislation, Programs Other States
Comm. on Aging & Aged		D	D	D	A	D	D		D	D	D	A	Some Need More
Anatomical Board													
Agency for Blind												D	D
Civil Defense										A	A	A	A
Division of Labor											D	A	A
Bur. Motor Vehicles												D	D
Board of Pharmacy												A	D
Bd. Reg. Optometry												D	D
Public Employees Retirement Fund	D		A		A						D	D	D
State Police		A	A								A	A	A
Soil & Water Comm.	D	D									D	A	A
Commission State Tax & General Policy	A												A
Office, Traffic Safety		A	A	A			A	A	A	A		A	A
Youth Council	D		D	D	A					D		D	A

A = Available D = Desired

CHAPTER VI

OPTIONS FOR IMPROVED LIBRARY AND INFORMATION SERVICES TO INDIANA STATE GOVERNMENT

As is evident from the foregoing chapter, the State Library's service to state government consists of answering requests for material or information fully and promptly when requests are received. State agencies do not receive help with the organization of their materials, and are not made aware in any orderly fashion of the new materials of special interest to them. Services such as speech writing, abstracting, translating, literature searching, which are expected by professional people served by special libraries, are not available to Indiana government employees.

As a first step, the State Library could offer to all agencies with departmental libraries and to state institutions, the services of its acquisition and technical processes divisions. Materials desired by state agencies could be ordered by the State Library at maximum discount, and delivered to the agencies cataloged and processed for circulation. This procedure would not only create more usable collections, intelligently organized in the state agencies, but would also enable the State Library to maintain a record in its own catalogs of material which might be available on inter-library loan from one state agency to another. Centralized ordering would also tend to avoid unnecessary duplication. With the present haphazard method of acquiring materials, the same expensive book could be purchased by several divisions within the same agency, by several agencies and by the State Library itself. It must be understood,

of course, that some duplication of materials is necessary and desirable.

The State Library could also order periodicals for all state agencies on a single bid, with its own periodical order. In addition to effecting savings by avoiding duplication, maximum (and significantly higher) discounts on periodicals are possible when a large order is placed on competitive bid. Periodicals centrally ordered could be mailed directly from the publisher to the individual agency, as at present, and could be paid for through the State Library by an inter-accounting mechanism. A valuable fringe benefit of an automated procedure for ordering periodicals could be a print-out book catalog of all periodicals available in state agencies.

The State Library could aid state agencies in organizing technical reports, unpublished papers, pamphlets, clippings and other vertical file materials.

The State Library could act as a storage depository for the lesser used materials of other state agency libraries. If these materials are already in the State Library, it might be possible to sell or exchange them for other materials.

Perhaps most importantly, the State Library could work with the administrators and librarians in state agencies, assessing their information needs, helping them to reach a reasonable policy in the acquisition and retaining of materials, and keeping them aware of State Library resources and services which could supplement their departmental libraries.

It may be that the smaller agencies should abandon their departmental libraries and depend on intensified service from the State Library.

All professional employees of state government should receive regular information on the newly available materials in their particular subject areas. This could be done by setting up a computer-based selective dissemination of information (SDI) system, in which the special subject interests of each employee are stored, and then matched by computer to all relevant newly-acquired State Library materials which would be abstracted or indexed according to the same subject interest descriptors. This would insure automatic notification to all professional employees as materials were acquired in their own fields of interest. Such a system is costly, not so much in programming and computer time, (I.B.M. will provide an SDI program without charge) and not so much in devising the descriptors by which employees may request materials, since this can be done by key words in the title and abstract, but rather in the staff time necessary to abstract all relevant material as it comes in and to interview employees for their subject interests. It would be possible to base an SDI system on descriptors (or subject headings) already used in published indexes (such as the Education Index, Public Affairs Information Service, etc.). The cost of a sophisticated SDI system at Wayne State University, based on searching forty journals, perhaps a dozen state and federal documents and a few books and reports for material of special interest to eighty-five university presidents and other administrators amounts to $20,000 a year (excluding computer time) or $235 per person per year, for an intensive personal reference service for each

client. This cost includes acquiring a special collection of materials for the project, and some custom cataloging. The staff working with the project believe that much of the time is spent identifying the material, abstracting it, and key punching it for the computer. They estimate that with an increase of about 25% in funding, they could double the number of clients interested in the same body of material. Some savings could also be effected by using an existing collection rather than acquiring a separate body of material. Nevertheless, it can be readily seen that extending SDI service to the wide variety of materials needed by the professional employees of state government, and to the large numbers of these employees would be prohibitive in cost.

More feasible adaptations of a selective dissemination system are possible. All professional employees could be given the opportunity to select from a comprehensive list of periodicals, those which they would like to see regularly. The table of contents pages could be photocopied as the periodicals arrive at the State Library, and sent directly to the interested employees with a notation to check the articles they would like to see. The desired articles could then be photocopied and sent directly to the desk of the requesting employees. The advantage of this system, based as it is on the concept that most of the new ideas are in journals (rather than in books), is that it brings information on new materials and the relevant articles themselves directly to the person needing them. Employees who never used the service could be dropped after a reasonable trial period. Some savings under this method could be effected by placing the same article simultaneously in the hands of several state employees, conceivably in several agencies, although this saving needs to be weighed

against the cost of photocopying. Once it is set up the program can be administered by a clerk, with minimum professional supervision, although a librarian would need to see that new employees are made aware of the service, that new periodicals are added to the system as they appear, and that periodic evaluation is made to assess the use made of the service. A program begun at the Michigan State Library for professional employees of the State Department of Education, based upon all the periodicals indexed in the Education Index, rapidly built to a photocopying volume of 51,000 pages in the first year of operation. Estimating photocopying costs at ten cents per page, it can be estimated that bringing new materials to the attention of this agency costs approximately $5,000 for the actual photocopying, in addition to the cost of a few hours a week of clerical time, and of the periodicals themselves, which the State Library should subscribe to in any case. With this system, the actual periodicals are always in place at the State Library for any patron who wishes to use them. If the Indiana State Library wished to embark on such a program, it should be phased in, perhaps by beginning with the Legislative Council and those executive agencies with the largest number of professional employees and no departmental libraries (such as the Departments of Natural Resources or Corrections). Another virtue of this "poor man's SDI System" is that it is as easy to reach the employee working elsewhere in the state as it is to reach the person with a desk at the other end of the tunnel.

Another (and possibly correlative rather than alternative) method

of bringing new materials to the attention of state employees is for the State Library to publish monthly annotated lists of new acquisitions of interest to state government. Such acquisition lists should include documents (federal, United Nations and out-state), pamphlets, technical reports, new indexing services, films and filmstrips, as well as books. The list could be geared to the subject interests of particular agencies (such as Corrections, Budget, Personnel, Natural Resources, State Police, etc.) and/or the library could begin with a general list on public administration and state government,of interest to all state administrators. Recipients of the list could be encouraged to borrow the material by telephoning for it or coming in person to the State Library. The preparation of such a list, most appropriately done in conjunction with checking in documents, might require only part of the time of a librarian and a clerk, plus a small expenditure for printing. Such lists distributed widely to employees in state government have the fringe benefit of reminding state agencies regularly of State Library services. They are also useful to the agencies as in-service training tools. In planning for a series of specialized acquisition lists, the State Library would need to set up priorities on departments and categories of employees to be served.

The State Library should see to it that the resources and services available elsewhere in the state, especially in the state university libraries, are brought to the attention and made readily accessible to employees of state government. The TWX network already supplies the communications network for this access and employees of state government should be encouraged to use it.

It has been estimated in other states that 80% of the state agencies have some concern in the health sciences. This concern ranges all the way from total concern in departments such as Mental Health and the Board of Health, to peripheral interest in agencies such as Natural Resources, State Police, Public Instruction, etc. In another report on structuring the State Library for inter-library coordination it has been recommended that the State Library contract with the Indiana University Medical Library for access to its collections and services by all state employees. This access should include not only borrowing privileges, but also literature searches, quick and in-depth reference services and current awareness services such as are currently being provided to physicians and scientists in the Medical Center.

The State Library needs to evaluate its collections in terms of the needs of state government. For instance, there seems to be at present no strong collection on criminology and corrections in the state. Likewise, the literature of mental retardation, scattered as it is in the fields of medicine, psychology, education, chemistry and elsewhere, is nowhere brought together. For mental retardation, it may be feasible to assign a librarian part-time on the State Library staff to create a monthly (or quarterly) annotated bibliography of new materials on mental retardation added to the collections at LaRue Carter and Indiana University Medical Library and to initiate orders for all other materials for the State Library. The State Library might serve as an information center on mental retardation, accepting (and referring) requests from state

institutions, local agencies serving the retarded, special education teachers and parents throughout the state.

The State Library needs the guidance of the stage agencies in establishing priorities for a comprehensive information service. A council of persons responsible for departmental libraries and staff libraries in state institutions should meet regularly at the State Library to discuss common problems, how materials and services can be shared, information services which might be extended to their constituents, resources and services in the State Library and elsewhere in the state to be made available to these libraries, how the libraries can function in a network with the State Library for maximum service to the state agencies they represent.

As a first step in creating this council, and in establishing priorities for intensified service to the state agencies, the State Library should hold a one-day meeting to which should be invited the administrators, and persons in charge of libraries, information, research and in-service training in all state agencies. These people should be given information on present collections and services (such as special indexing services) in the State Library, ways in which other resources in the state are available to them, and possible future services such as have been outlined above. Out of this meeting should come:

1. A schedule of priorities for phasing in a total information service in terms of agencies or grades of employees to be served or services to be rendered.
2. An advisory council chosen or elected by the group, and including ex-officio representatives from the governor's

office, the Legislative Council and the personnel board to aid the State Library in future planning.

3. An understanding of the concept of a network of state agency information resources.
4. A long and short-term agreement on financial structure for increased services from the State Library.

This structure could be either an increase in the budget of the State Library, supported seriously by the state agencies, or an inter-accounting mechanism between the State Library and the state agencies receiving special services. The State Library should plan to make an annual progress report to the advisory council.

As the State Library begins to work extensively with the large state agencies such as Corrections or Natural Resources it will undoubtedly be necessary to form small advisory councils within these agencies to work as liaison between the agency and the person at the State Library responsible for service to that agency.

All the above structure will require additional funds at the State Library, for materials and equipment, but primarily for staff. If the state agencies continue to order books at their current rate of approximately 3,000-4,000 volumes per year, and the State Library assumes responsibility for ordering and cataloging-processing the materials, this cost could be estimated at approximately $1.00 per volume, assuming that most of the material so ordered is also in the State Library. Some savings would be picked up in the state agencies with staff freed for other duties.

This would have the advantages mentioned earlier in this chapter of making all materials purchased with state funds available for inter-library-loan to all agencies, of preventing unnecessary duplication, and of insuring maximum availability of materials by intelligent organization of departmental libraries.

Staff would need to be added to work with the state agencies, and to create the bibliographies and current awareness services recommended above. In the early stages it might be possible for one librarian to work with several agencies. Subject specialists (in correction, mental retardation, conservation, etc.) should be developed who would oversee the building of collections, create the bibliographies, administer the current awareness services and advise the appropriate departments in developing their individual information services. How quickly positions could be supported, established and filled would determine how quickly the State Library can move in this vital area. As a start, one librarian, supported by one clerk, should be able to give meaningful attention to the needs of the legislature and Legislative Council, and perhaps two other major departments.

CHAPTER VII

RECOMMENDATIONS

The following recommendations are based upon the assumption that wise and economical government administration and legislation depend upon the adequate flow of reliable, up-to-date information, and that the selection and organization of materials and the related services of information retrieval, literature searches, abstracting, speech writing, etc., can most economically be performed by librarians whose training prepares them for these functions.

A quality program of information services to state government including the staff in state institutions, as in most states, is too large a project to be undertaken at once. The following steps are guidelines for services of high priority:

Recommendation Number 1

The State Library should establish a Division of Service to State Government as one of its major units as recommended in Genevieve Casey's Preliminary Study.[1] This division should be responsible for 1) making the resources in the State Library and elsewhere in the state, available to the legislature and state employees, 2) developing information services to state government, 3) shaping all state agency libraries into a network, and 4) aiding state agency libraries toward more professional organization and services.

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[1]Indiana Library Studies Report No. 15, The Indiana State Library: A Preliminary Study.

Recommendation Number 2

The State Library should order, catalog, classify and process all books, periodicals, documents, microforms, and other print and non-print materials purchased by all state agencies. This service would enable the State Library to enter these materials in the main State Library catalog and thus make them available, under reasonable borrowing regulations to all personnel of state agencies and to other citizens of the state. The service would insure that materials arrive in the agency properly organized (with sets of catalog cards), would insure maximum discounts, and avoid unnecessary duplication. Payment for the materials themselves and for their ordering and processing should be interaccounted from the purchasing agency to the State Library.

Recommendation Number 3

The State Library should assign a reference librarian part-time to the agencies with departmental libraries and to the state hospitals, to aid them in weeding and updating collections. Materials worth retaining should be retrospectively cataloged. As an alternative, the State Library could call upon the LaRue Carter Hospital Library to provide this service to the state hospitals.

Recommendation Number 4

The State Library should assign a reference librarian to provide information services year around to the legislature and Legislative Council. Duties of this librarian would be to organize vertical files of clippings, etc., provide quick reference services during the sessions, and literature searches, abstracting and other research services to council members, to legislative committees and to lobbyists. Legislators should be informed about periodicals and reports which relate to their regular and special committee assignments. The legislative reference librarian should have a desk, a telephone and a few files in the Legislative Council office in the State House. A small budget should be allocated to quick reference materials, but major dependence should be on the State Library collection.

Recommendation Number 5

The State Library should initiate a monthly bibliography of new documents, journal articles, technical reports and books of special interest to state government. The list should be annotated, and should cover new materials of interest to administrators and legislators such as budget, personnel, federal programs, and government in other states. It should be distributed to all state agencies and to the legislature as well as to the universities and larger public libraries. State employees should be explicitly invited to request materials by telephone or in person.

Recommendation Number 6

The State Library should contract with the Indiana University Medical Library to offer full access to its materials and current awareness services to those state agencies and employees whose work includes the health sciences. Terms of this agreement should be worked out cooperatively with the Department of Mental Health to insure that coordination occurs between the resources and services of the LaRue Carter Hospital Library and the Indiana University Medical Library.

Recommendation Number 7

The State Library should sponsor a one-day workshop on information services to state government to which representatives from all state agencies are invited. The purpose of the meeting would be to establish priorities in services most urgently needed by state government and to establish an advisory council representative of the state agencies to guide the future development of the service.

Recommendation Number 8

The State Library should initiate a regular in-service training program for personnel administering departmental and institutional libraries.

Recommendation Number 9

Beginning with the largest agency with the largest proportion of professional personnel without a departmental library, the State Library should initiate a series of intensive current awareness services, assigning a librarian part-time to each such agency. This service might include periodic annotated bibliographies of new acquisitions, literature searches, abstracting, photocopying of the title page of all appropriate periodicals and of articles on demand, quick reference, information on comparable activities, programs and legislation in other states, inter-library loans, and other information services as requested. The library should work especially with research directors, information officers, in-service training directors and administrators of the departments. Departments desiring this service should be willing to appoint a small departmental liaison committee to work with the State Library, to publicize the service among all agency personnel and to provide the librarian with a desk and telephone. Depending on the size and needs of the staff, one librarian should be able to serve two or three agencies.

Recommendation Number 10

The State Library should strengthen its collection on delinquency and crime and assign a librarian to work especially with Corrections personnel, offering services as outlined in Recommendation Number 9.

An alternative pattern would be to encourage an extensive staff library in connection with the model Youth Center library recommended in Genevieve Casey's study of institutional library service.[1] Because corrections literature is so scattered in so many fields, it would seem more economical to build upon the existing collection at the State Library.

Recommendation Number 11

The State Library should establish an Information Center on Mental Retardation intended first for employees of state institutions, but also for local agencies and school districts working with the retarded and for parents of retarded children. The Center should be coordinated with and supplementary to the collections of the Indiana University Medical Library and LaRue Carter Hospital Library. A librarian, working part-time, should build up the State Library collections and produce periodic annotated acquisition lists including holdings of the three libraries, to meet the needs of the groups mentioned above.

Recommendation Number 12

The State Library, working with the Advisory Council proposed in Recommendation 7, and with departmental liaison committees as proposed in Recommendation 9, should define explicitly its goals,

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[1]Indiana Library Studies Report No. 9, Library Services to Residents of Indiana State Institutions.

objectives and priorities in service to state government and should develop measurements to test the service's effectiveness.

To implement the above twelve recommendations implying a wide range of new programs will require substantial additions to the State Library collections, additional expenditures for printing and photocopying and additional staff in the reference divisions, in acquisitions and technical processes, and, new staff for the Division of Service to State Government, in addition to a re-alignment of present personnel. Because no state has achieved a comprehensive, in-depth library and information service to state government of the dimension here outlined, Indiana would be pioneering new patterns and levels of service. In order for the program to succeed, it is indispensable that the state agencies be interested in cooperating with the service and in evaluating its results.

APPENDIX

INDIANA STATE LIBRARY

SURVEY OF INSTITUTIONAL LIBRARY SERVICES
July, 1968

The following questionnaire is submitted in connection with the federal Library Services and Construction Act, Title IV-A, "State Institutional Library Services." Enacted in 1966, this measure charges the State Library with developing a program of library services to inmates, patients and residents of institutions operated, or substantially supported by the State of Indiana.

Your cooperation in providing as complete information as possible will be appreciated. Two copies of the questionnaire are being sent to your institution. Please retain one for your files and return the second copy to:

Miss Genevieve Casey
Associate Professor
Wayne State University
584 Goldengate West
Detroit, Michigan 48203

Name of Institution _____

Address _____

Telephone _____ Chief Administrator _____

Type of institution (check one): Correctional Mental Health
Mental Retardation Other (specify) _____

Average Population (as of last annual budgetary report) _____

Number of Employees: Professional full-time _____ part-time _____

Non-Professional full time _____ part-time _____

If the institution maintains libraries in its satellite units (off the main campus) in addition to the central library, please describe here:

The questionnaire which follows is divided into three parts: (A) Library Services to Residents; (B) Professional Library Services for Staff; and (C) School Library Services (in support of the institution's educational or rehabilitation programs). Please give figures for the 1967/68 year unless otherwise directed. If these types of services are combined or overlap, please enter figures under the most appropriate heading and explain by footnotes.

SURVEY OF INSTITUTIONAL LIBRARY SERVICES _____
Name of Institution

A. LIBRARY SERVICES TO RESIDENTS, 1967-68

1. Collection:

a. Total number of volumes as of June 30, 1968 _____

b. Number of volumes added during the 1967-68 year _____

c. Is there a regular program for discarding older volumes? yes ☐ no ☐

d. Does the library maintain a card catalog of its holdings? yes ☐ no ☐

e. Number of current magazine titles subscribed to by library _____

f. Audio-visual materials (give approximate number of each)

(1) films _____ (5) tapes _____

(2) filmstrips _____ (6) other (specify) _____

(3) slides _____ _____

(4) recordings _____ TOTAL _____

2. Circulation and Interlibrary Loan:

a. Total number of books loaned, 1967-68 _____

b. Are items borrowed for residents through loans from other libraries: (check)

Never ☐ Seldom ☐ Frequently ☐

c. Type of services received from other libraries; name of library(s) contacted:

(1) reference service _____

(2) interlibrary loan _____

(3) consultant services _____

(4) bookmobile service _____

(5) deposit collections _____

3. Library Staff:

a. Name of person responsible for library _____

Title _____ Education _____ Salary _____

Proportion of time spent on library duties _____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES _____
Name of Institution

b. Other library staff (in full-time equivalents)

Professional Librarians (with Masters degree) _____

Librarians (with library school or other library training) _____

Paid clerks _____ Volunteers _____ Resident Aides _____

4. Library Budget--Expenditures:	Actual 1967-68	Budgeted 1968-69
a. Personnel	$_____	$_____
b. Books	_____	_____
c. Periodicals & newspapers	_____	_____
d. Audio-visual materials	_____	_____
e. Other operating expenditures (supplies, etc., building costs)	_____	_____
f. TOTAL	$_____	$_____

5. Library Income--by source:	1967-68	1968-69
a. State appropriated	$_____	$_____
b. Elementary & Secondary Education Act, Title II	_____	_____
c. Other (gifts, welfare, funds, sales) Please specify _____	_____	_____

6. Physical facilities:

a. Library room ☐ Separate building ☐ Other ☐ (describe below):

_____

b. Number of square feet _____ c. Number of readers' seats _____

d. Number of linear feet of shelving _____

7. Total hours per week library is open to general resident population: _____

Daily scedule (specify actual hours, e.g. 9-5, 7-9 pm, etc.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

SURVEY OF INSTITUTION LIBRARY SERVICES

_____
Name of Institution

8. Special Services; Group Activities:

a. Is individual reading guidance provided: ☐ yes ☐ no. If so, by whom is it provided?_____ Describe briefly_____

_____

b. Other special Services: (check if provided; give title of person providing)

(1) Remedial reading ☐ by whom_____ frequency_____

(2) Book reviews ☐ by whom_____ frequency_____

(3) (3) Storytelling ☐ by whom_____ frequency_____

(4) Film programs ☐ by whom_____ frequency_____

(5) Records Concerts ☐ by whom_____ frequency_____

(6) Book discussion groups ☐ by whom_____ frequency_____

(7) Book cart and bedside book services ☐ by whom_____ frequency_____

9. General comments:

a. Further description of services:

b. Recognized needs:

The above information was supplied by:

_____ _____ _____
Name Title Phone

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

_____
Name of Institution

B. PROFESSIONAL LIBRARY SERVICES FOR STAFF, 1967-68

1. Collection:

a. Total number of volumes as of June 30, 1968 _____

b. Number of volumes added during the 1967-68 year _____

c. Does the library maintain a card catalog of its holdings? yes☐ no☐

d. Number of journals currently subscribed to: _____

2. Use of other libraries:

a. Number of items borrowed from other libraries for staff use: _____
(books, periodicals, photocopies, etc.)

b. Please name the libraries from which you borrow most frequently:

Public libraries _____

College/University libraries _____

Special libraries _____

State Library _____

Federal libraries _____

c. Do you turn to other libraries for reference/research service? yes no

3. Library Staff:

a. Name of person responsible for library _____

Title _____ Education _____ Salary _____

Proportion of time spent on library duties _____

b. Other library staff (in full-time equivalents):

Professional Librarians (with masters' degree) _____

Librarians (with library school or other library training) _____

Paid clerks _____ Volunteers _____ Resident Aides _____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

_____
Name of Institution

4. Library Budget--Expenditures:	Actual 1967-68	Budgeted 1968-69
a. Personnel	$_____	$_____
b. Books	_____	_____
c. Periodicals	_____	_____
d. Other operating expenditures (supplies, etc., building costs)	_____	_____
e. TOTAL	$_____	$_____

5. Library Income	1967-68	1968-69
a. State appropriated	$_____	$_____
b. Medical Library Assistance Act	_____	_____
c. Other library income (please specify)_____	_____	_____

6. Physical facilities:

a. Library room ☐ Separate building ☐ Combined with residents' or school library ☐ Other ☐ (describe)_____

b. Number of square feet_____ c. Number of readers' seats_____

d. Number of linear feet of shelving_____

7. General comments:

a. Further description of services:

b. Recognized needs:

The above information was supplied by:

Name	Title	Phone
_____	_____	_____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES _____
Name of Institution

C. SCHOOL LIBRARY SERVICES, 1967-68

1. Student Use:

a. Number of students_____ b. Age range:_____ to _____

c. Number of students enrolled in:

Basic Training Programs_____ Adult Basic Education_____

Academic Courses_____ Vocational Education_____

Other_____(please specify)_____

2. Collection:

a. Total number of volumes as of June 30, 1968_____

b. Number of volumes added during the 1967-68 year_____

c. Does the library maintain a card catalog of its holdings? yes ☐ no ☐

d. Number of current magazine titles subscribed to by library_____

e. Audio-visual materials (give approximate number of each)

(1) films_____ (5) tapes_____

(2) filmstrips_____ (6) other (specify)_____

(3) slides_____ _____

(4) recordings_____ (7) TOTAL_____

3. Library Staff:

a. Name of person responsible for library_____

Title_____Education_____Salary_____

b. Other library staff (in full-time equivalents)

Professional librarians (with masters' degrees)_____

Librarians (with library school or other library training)_____

Paid clerks_____ Volunteers_____ Resident Aides_____

SURVEY OF INSTITUTIONAL LIBRARY SERVICES

_____
Name of Institution

4. School library budget--Expenditures:	Actual 1967-68	Budgeted 1968-69
a. Personnel	$_____	$_____
b. Books	_____	_____
c. Periodicals & Newspapers	_____	_____
d. Audio-visual materials	_____	_____
e. Other operating expenses (supplies, etc., building costs)	_____	_____
f. TOTAL	$_____	$_____

5. School library income--by source:	1967-68	1968-69
a. State appropriated	$_____	$_____
b. Elementary & Secondary School Act, Title II	_____	_____
c. Other (gifts, welfare, funds, sales). Please specify:_____	_____	_____

6. Physical facilities:

a. Library room ☐ Separate building ☐ Combined with residents' or staff library ☐ Other ☐ (describe)_____

_____

7. General comments:

a. Further description of services.

b. Recognized needs:

The above information was supplied by:

_____ _____ _____
Name Title Phone

WAYNE STATE UNIVERSITY

COLLEGE OF EDUCATION

DETROIT, MICHIGAN 48202

December 4, 1968

DEPARTMENT OF LIBRARY SCIENCE

Office of Urban Library Research

As part of a state-wide survey of Indiana's library resources and needs, Wayne State University's Office of Urban Library Research has been asked to conduct a study of the information needs and facilities of state government. We would appreciate it very much if you would give us the information requested below and return the questionnaire by December 20, 1968 to:

Genevieve Casey
Associate Professor, Department of Library Science
Wayne State University
Detroit, Michigan 48202

1. Name of agency _____
   Address _____
   Telephone number _____
2. Number of professional employees at headquarters _____
   ("professional employees" = persons in positions requiring at least a baccalaureate degree)
3. Number of professional employees working outside central headquarters _____

Part I Information Resources

(Please fill out this part whether or not your resources are in a central library or scattered throughout the agency. Figures can be estimated.)

4.

Total Numbers	Held in June 1968	Added between July 1967-June 1968
a. books		
b. technical reports		
c. federal documents		
d. documents from other states		
e. periodical titles currently received (include titles received by subscription, gift exchange)		
f. newspaper titles		
g. indexes		
h. serial services (publications revised by new or replacement pages)		
i. films		
j. film strips		
k. microfilm reels or other microfilms		
l. no. feet of vertical file materials		
m. other information resources not included above (specify)		

Part II Equipment and Physical Facilities

5. Do you maintain a departmental library? Yes ☐ No ☐

6. a. Do you have a separate library room? Yes ☐ No ☐
   b. if so, give its approximate size _____ square feet
   c. if so, number of seats for readers _____
   d. if so, number of linear feet of shelving _____
   e. if so, hours open _____

7. Please check if you have the following equipment available in your agency:
   a. duplicating equipment _____
   b. photo copying equipment _____
   c. key punching equipment _____
   d. card catalog case _____
   e. data processing and/or information storage equipment _____

Part III Personnel

8. Who in your agency is responsible for information services?
   a. _____ name
   b. _____ title
   c. _____ annual salary
   d. _____ percentage of time spent in information services
   e. education ☐ high school ☐ baccalaureate ☐ master's ☐ doctorate ☐ L S degree

Part IV Expenditures

9. Does your agency have a separate budget? Yes ☐ No ☐

10. Please give actual expenditures for the following items in 1967/68. Estimate if necessary.

	Item	Amount
a.	books	
b.	periodical subscriptions	
c.	newspaper subscriptions	
d.	indexes	
e.	serial services	
f.	microfilm & microform	
g.	audio-visual material	
h.	other published or printed material (specify)	
i.	binding	

Part V Information Services (within your agency)

11.

	Information Service	Presently Available	Would Be Useful
a.	cataloging & classifying of materials		
b.	routing of new journals		
c.	circulation of materials		
d.	quick reference service		
e.	interlibrary loan		
f.	lists of new acquisitions		
g.	literature searches		
h.	translations		
i.	abstracting		

11.	Information Service	Presently Available	Would Be Useful
j.	bibliographies		
k.	circulation of films		
l.	current awareness service on federal legislation & programs		
m.	information on legislation & programs in other states		

Part VI Information Services (outside your agency)

12. Please indicate where your staff turns for information:

	Library	Frequently	Occasionally	Never
a.	State Library			
b.	Indiana University			
c.	Purdue University			
d.	Indianapolis Public Library			
e.	Supreme Court Law Library			
f.	Other (Please specify)			

Part VII In-Service Training

13. Do you have a formal in-service training program
    a. for professional staff? Yes ☐ No ☐
    b. for non-professional staff? Yes ☐ No ☐

14. Who in your agency is responsible for in-service training?
    a. _____
    name
    b. _____
    title

Periodical and Newspaper Holdings

Agency

Name Of Periodical	Subscriptions Paid By Agency	Gift	Personal Subscription Of Staff Member	Number Of Duplicate Subscriptions	Check If You Bind

The Indiana Library Studies

The Indiana Library Studies represent the first statewide exploration of Indiana libraries of all types and of the library and information needs of Indiana's citizens. A federally funded research project of the Indiana State Library, the Studies are directed by Dr. Peter Hiatt, Consultant to the Indiana State Library and Associate Professor of Indiana University's Graduate Library School. Guidance for the project and advice on the reports have been provided by the Indiana Library Studies Advisory Committee:

Harriet E. Bard and Ralph Van Handel
Indiana Library Association

Anthony Cefali and Ray Fetterly
Indiana Library Trustees Association

Georgia Cole and Estella Reed
Indiana School Librarians Association

John H. Moriarty and Donald E. Thompson
College and University Roundtable of the Indiana Library Association

William H. Richardson and Ralph Simon
Indiana Chapter of the Special Libraries Association

Marcelle Foote, Director
Indiana State Library

This report has been submitted to the following:

Indiana Library and Historical Board
Indiana Library Association
Indiana Library Trustees Association
Indiana School Librarians Association
College and University Roundtable of the Indiana Library Association
Special Libraries Association, Indiana Chapter

Cover design by Michael Smith